



# **WELCOME PACK**

## **FOR USERS OF THE FARMHOUSE**

Please read this guide prior to your visit and use as reference while you are visiting the Farmhouse.

This will ensure you have a safe and enjoyable stay.

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(A legal requirement which must be read thoroughly)

# On arrival

Required	Action
Parking	There is a car park that can accommodate 8 family cars. Please do not leave vehicles anywhere else in the village
Sleeping	You need to bring your own sleeping bag but pillows and clean pillow cases are available in the cupboard at the top of the stairs on the right hand side
Fridge/Freezer	In the kitchen These should be on when you arrive. If not switch on. Sockets located at rear.
Gas Master Valve This has to be turned on before you can use the cookers.	The master gas valve is located at high level on the kitchen wall near the rear window. Switch ON on arrival and OFF when you leave the Farmhouse at the end of your stay
Fire alarm, drill and recording	All users must carry out and record a fire drill on the first day of their visit.  The Log Book is located on the right hand side wall in the lobby, adjacent to the fire alarm panel. Please see the separate guide regarding fire alarm and recordings.  Acquaint everyone with 3 fire exits. These are Front Door, Rear Door and Scullery Door.

# Waste disposal

Task	Action Required
Day to Day Waste Disposal	<ul style="list-style-type: none"> <li>• Household Rubbish &amp; Food Use bin in corner of kitchen (green inner bag)</li> <li>• Plastic Bottles &amp; Tins - use bin in scullery (green bag)</li> <li>• Replacement plastic bags can be found in the drawer under microwave</li> </ul>
Glass Bottles	<p>These should be collected and placed in black metal shed adjacent to car park. They must <b>NOT</b> be put in the black bins. All full plastic bags should be tied and placed in the black metal shed</p>

# Facilities

Task	Action Required
Drying Room	<p>This is located through right hand door of barn. There is a coin meter which takes £1 coins only. Make sure all wet clothes are spin dried first using one of the spin dryers in the scullery. Hang clothes on hangers in drying room ensuring there is a gap between each one. <b>£3 should dry your clothes overnight</b></p>
Barbecue	<p>Please use the barbecue where it is located and do not move from the patio. Use only charcoal as fuel</p>
Pay Phone (01982) 560271	<p>Pay Phone is available in Entrance Lobby</p>

# Where to find tools and materials

Appliance/Tool/Materials	Location
2 Vacuum Cleaners	1 in Pillow Cupboard at top of stairs  1 in Cupboard at Rear of Entrance Hall
Dustpan, Brushes, Mops and Brooms	In Cupboard at Rear of Entrance Hall
Cleaning Materials & Spare Toilet Rolls	Kitchen Unit next to Fridge
Tea Towels	Cupboard under Microwave
Bin Bags	Drawer below Microwave Please only use these for bins - <i>The council only collect rubbish in official white or green bags which are paid for by the Trust</i>

## A few Don'ts

Please

**Do not bring pets** of any kind to the Farmhouse

**Do not smoke** in the building

**Do not enter fenced** area around **drainage system**

**Do not leave plastic log basket** in lounge, **return to woodshed**

**Do not use white or blue bags** for **general use**

## And some Do's

**Do enjoy your visit** and **respect** the **peace** and **tranquility** of **Llaneglwys** especially in the **evenings**.

**Do observe** the **Countryside Code**.

**Do leave all switches** alone on **Storage Heaters** and **Water Cylinders**.

**Do make** sure the rubbish shed is secured shut and rubbish bags are tied up. Wild animals are scavengers!

**Do use** the **guard** across the front of the **wood burning stove** when **in use** and **only burn wood, NOT coal**

**Do check** you have **completed tasks** on the list **before vacating** the Farmhouse.

**Do replace the Farmhouse key** in the **key safe** on your **departure**.

# On vacating the Farmhouse

Task	Action Required
Used Tea Towels	Place in Yellow Bin in Kitchen
Pillow Cases	Leave on Work Surface below Map Board in Lounge
Vacuum	All carpets Upstairs & Downstairs
Sweep	All Hard Floors
Mop	Tiled Floors, Washrooms & Toilets
Sinks, Stoves, Toilets, Fridge & Freezer	Clean and leave as you would expect to find them <b><i>Leave Fridge &amp; Freezer On</i></b>
Cutlery and Crockery	Replace in correct labelled drawers and cupboards
Windows & Lights	Make sure all windows are closed and lights are switched off. Washrooms have automated lights and extractors. These will turn off automatically
Gas	Turn Master Off

# Internet services

WiFi (wireless internet) is available across the building.

Ethernet/Internet connection points are located along the work surface in the Lounge, along the workbench and in the small staff rooms upstairs, which are always available. Ethernet cables are not supplied so please bring your own. The recommended length of cable to work here is 1-2 metres. If you want to work further away then you may need a longer cable.

**Please note:** Due to the remote location of the property, the broadband speed can be slow. This will improve when our provider upgrades the infrastructure in the area.

If you want to disable wifi please call 0800 6891782 (option 1) between 8am and 8pm.

**The broadband equipment should not be switched off or rebooted during your stay.**

**If you are having issues with the service, please contact us on the number above and we will rectify the issue remotely.**

## Wifi access details

This will be sent in our welcome pack on receiving your final payment for your reservation.

## Breakages, faults or damage

1. In an emergency contact facilities press the 'caretaker' button on the payphone or call 0800 6891728
2. You can also report all non-emergency issues by opening a ticket on our website:  
[www.breconforestfarmhouse.org.uk/support](http://www.breconforestfarmhouse.org.uk/support)



# Fire alarm operation, drill and recording

## **This is a legal requirement so please read thoroughly**

All users must familiarise their whole party with the system on arrival at the Brecon Forest Farmhouse.

A daily inspection must be made to check that the red lights are on the side of each emergency light around the building and that the fire alarm control panel, which is located in the entrance lobby, should only have the green power light illuminated.

There are red break glass points and smoke detectors (heat detectors in the kitchen and scullery) throughout the building.

On the fire alarm activating, everyone must leave the building immediately by the nearest door and assemble on the rear lawn for a head count.

**No one should re-enter the building until authorised to do so by a responsible person.**

If there is no obvious sign of a serious fire, then a responsible person should examine the fire alarm panel, which will indicate with two red lights where the fire has been detected or why the alarm has been activated.

The zones are labelled on the panel, so further investigation in that area should be carried out.

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## **RESETTING THE FIRE ALARM**

If there is no evidence of a fire, then the alarm can be silenced by carrying out the following:

- 1) Enter '2113' using the keypad - the supervisor light will flash to acknowledge code is correct.
- 2) Press Silent
- 3) Press Reset

If a break glass point is broken, then the system will silence, but will not reset. There should be some spare glasses above the fire alarm control panel, if none are available, a piece of card cut to fit the opening can be used.

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### **Power Failure**

In the event of a power failure, the emergency lights will come on automatically, irrespective of whether it is the incoming supply or an incident in the building.

**All fire doors must be kept closed and unobstructed  
You can be fined if this is not the case.**

### **Log Book**

A log book is kept in the building for users to record that they have instructed all members of their party what to do in the event of an alarm activation. They shall also record any alarm activations, no matter what the reason is.

### **System Failure**

In the event of any fault, you should contact our facilities team on 0800 6891728 (24hr line)

### **Fire Extinguishers**

**Fire extinguishers** in the building are to tackle **minor fires**, if in doubt **call the fire brigade**.



Updated on 29<sup>th</sup> August 2015